

Te Whakahuatanga | Job Description

Job title	Kaiwhakahaere Manager - Crown Entity Monitoring		
Group	Investment & Monitoring		
Reporting to	Pou Turuki Deputy Chief Executive		
Location	Wellington Office		
Direct reports	Up to 10	Security clearance	N/A
HR delegation	Level 3	Finance delegation	Level 3
Salary band	Band 20	Date	September 2024

Te Aronga o te Ratonga Tūmatanui | Public Service Purpose

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa I āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko I te Karauna I runga I āna hononga ki a ngāi Māori I raro I te Tiriti o Waitangi. Ka tautoko mātou I te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui I roto I ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us/>).

Enabling New Zealanders to flourish – Te Manatū Waka’s purpose

We are the Government’s system lead on transport. We provide advice about how the transport system needs to change to support the New Zealand economy and the transport needs of New Zealanders. Our purpose is to enable New Zealanders to flourish, reflecting transport’s role in shaping our society, economy and environment. You can find out more about Te Manatū Waka at (<https://www.transport.govt.nz/about-us/>)

Ngā uaratanga matua | Our values

**BOLD
HE MĀIA**
We are courageous, shaping our place in the world

**INVESTED
KEI ROTO MĀTUA**
We are committed and responsible

**COLLABORATIVE
HE MAHI NGĀ TAHI**
We are connected and journey with others

Investment & Monitoring

The Investment and Monitoring Group is responsible for advising on investments across the transport sector, and monitoring and supporting the performance of those investments and the key transport sector agencies. Insights from the Group help inform system strategy, policy and regulatory design.

Kaiwhakahaere | Manager – Crown Entity Monitoring

The Crown Entity Monitoring team is one of five teams within the Investment and Monitoring Group.

The purpose of the team is to be the Ministry's lead adviser in supporting the Minister of Transport to oversee and manage the Crown's interests in, and relationship with four Crown entities:

- New Zealand Transport Agency, Waka Kotahi,
- Maritime New Zealand,
- Civil Aviation Authority, and
- Transport Accident Investigation Commission

The team is the Ministry's lead in managing the formal relationships between the Crown and the four entities. This includes providing insightful and timely advice on entity strategy and performance, actively engaging with entities to maximise their value and impact, and supporting board performance.

The team also advises the Minister on the board appointments and fees for the four Crown entities, as well as bespoke Crown companies such as City Rail Link (CRL) Ltd.

Role Purpose

To provide intellectual leadership and management oversight for the delivery of high quality advice to the Minister of Transport on entity strategy, performance, risks, and board appointments.

Te mahi | What you will do

This role is responsible for:

- Leading the process and providing advice to Ministers on board appointments to Crown Entities, City Rail Link Limited (CRL), and other transport Crown companies.
- Managing the Ministry's contribution to, and advice on, formal accountability processes, including Statements of Intent, Statements of Performance Expectations (SPEs), and quarterly reporting on SPEs.
- Assessing whether Crown entity performance information provides a reasonable picture of current performance and, if not, advising on actions to improve its quality and timeliness.
- Systematically compiling and analysing a wide range of information, from multiple sources, to identify for each entity the:
 - key drivers of performance
 - institutional or cultural issues that influence performance.
 - functions that are performing well, and those that are not
 - current and emerging risks
- Providing reliable and timely advice to the Minister of Transport about Crown entity performance and risks, including on the statutory and non-statutory levers the Minister can use to lift identified areas of poor performance.

- Building a strong, professional relationship with the Crown entities that:
 - facilitates collaborative work in the development of monitoring frameworks, plans and expectations, while retaining the Ministry's independence to form objective views about performance
 - facilitates free and frank exchanges about performance.
 - respects the arm's-length relationships the entities have with the Minister
- Building and maintaining strong effective working relationships at all levels of management across the Ministry.
- Ensuring effective leadership of direct reports, including:
 - objective setting and performance conversations,
 - ensuring team members have the skills and opportunities to build a detailed understanding of the operating context, business operations, revenue and expenditure of the Crown entities.
 - mentoring, and ongoing development
- Preparing the annual budget for the team within corporate guidelines, and actively monitor expenditure against budget so timely action is taken to avoid over-expenditure and material under-expenditure.
- Ensuring records are created and maintained in accordance with the Public Records Act 2005

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

Tou kapa | Who you will work with

Internal	External
Chief Executive	Ministers and their offices
Deputy Chief Executive, Investment & Monitoring	Crown Entity Directors and Senior Management
Other members of the Senior Leadership Team	Government Agencies
Manager, Programme Management and Investment Monitoring	Industry Representatives and other non-government organisations
Manager, Investment	
Directors and Managers who regularly engage with the Crown Entities	

Te mea e mauria mai e koe | What you will bring

- Experience in providing free and frank, evidence-based advice to Ministers, ideally on Crown agency governance, performance, risk, and capability.
- Demonstrated ability to engage with and influence senior leaders, including leading challenging conversations.
- Demonstrated quantitative and qualitative analytical skills.
- Excellent interpersonal skills - able to build rapport and trust with Boards, Managers, staff and stakeholders.
- Successful record in effectively managing people, including leading through change.
- Demonstrated ability to successfully lead the development of strategies, frameworks and plans to meet government objectives.
- A masters or equivalent tertiary degree, preferably in finance, accounting, economics, business, public policy or related discipline (comparable experience will be considered).
- Demonstrated high levels of integrity.
- Excellent communication skills, both written and verbal.

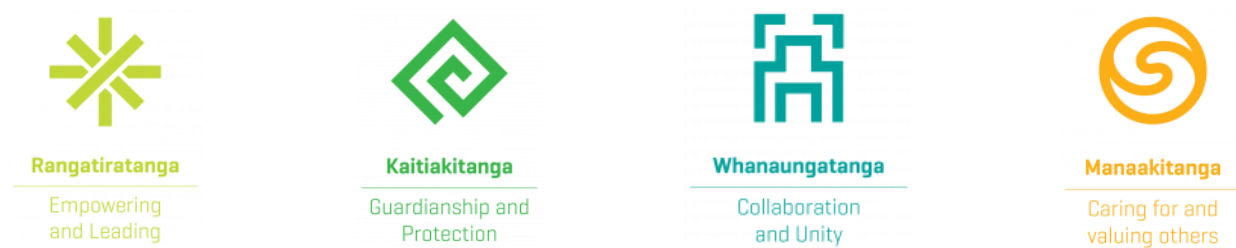
- Highly effective planning and organisational skills, including time management and prioritising work in a complex work environment.
- Experience in, or knowledge of, the land transport, maritime and aviation sectors is desirable but not essential.

Hei Arataki | Te Manatū Waka's Māori Strategy

Hei Arataki has been developed to improve transport outcomes for Māori. Hei Arataki acknowledges that New Zealanders are not flourishing if Māori are not flourishing, and sets out our strategy direction to identify issues and opportunities for Māori in transport policy design and delivery.

<https://www.transport.govt.nz/assets/Uploads/Paper/HeiAratakiMaoriStrategy-1.pdf>

Hei Arataki is underpinned by the following Ngā Mātāpono | Guiding Principles:



Te rereketanga me te whakauru | Diversity and inclusion

We want our workforce to increasingly reflect the communities we serve. Te Manatū Waka welcomes and supports people diverse backgrounds including people of all gender identities, ages, ethnicities, sexual orientations, disabilities and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

Te hauora, haumaru me to orange | Your health, safety and wellbeing

At the Ministry we expect all employees to:

- work safely and take responsibility for keeping self and colleagues free from harm
- report incidents and hazards promptly
- know what to do in the event of an emergency
- ensure personal health and safety standards are adhered to when at work or offsite when working.

Mahi, he aha te mea e tumanakohia ana | Performance Expectations

We are a high performing organisation. Managers play a vital role towards achieving this goal. Clear expectations and being accountable for meeting them is crucial for Manager's own success and in empowering team members to achieve their expectations.

These expectations outline what is expected to be a successful Manager within Te Manatū Waka. The intent is to clarify, make visible and clearly communicate expectations for all Managers to ensure common understanding and consistency.

The expectations are closely modelled on the Te Kawa Mataaho's Leadership Success Profile, adapted for the role of Managers at Te Manatū Waka.



Pūkete Arataki Whaihua | Leadership Success Profile – capabilities

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the skills and capabilities needed for success within the Ministry and across the public sector.

